

AREA MANAGEMENT EVALUATION

EQUAL EMPLOYMENT OPPORTUNITY

CHP 453T (Rev. 6-06) OPI 009

THE COPY

92408

CHAPTER 18

AREA 420	DIVISION CENTRAL	NUMBER
EVALUATED BY SGT PAUL MACKAY #12122		DATE 07-29-08

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		BY	
<input type="checkbox"/> Correction Report		COMMANDER'S REVIEW DN 9/12/08	
		DATE 9/22/08	
1. SUPPORT AND AWARENESS		EVALUATED <input checked="" type="checkbox"/>	ACTION REQUIRED NONE

- a. Do all managers and supervisors support and implement the objectives to the Department's Equal Employment Opportunity (EEO) Program? ☒ Yes ☐ No
- (1) Does the commander support and encourage EEO? ☒ Yes ☐ No
- (a) Are managers and supervisors familiar with the program? ☒ Yes ☐ No
- (b) Are managers and supervisors familiar with ongoing EEO goals and objectives, and do they know where to obtain assistance regarding EEO programs? ☒ Yes ☐ No
- (2) Are managers and supervisors familiar with special employment programs such as the Limited Examination and Appointment Program (LEAP)? ☒ Yes ☐ No
- (3) Regarding local EEO programs, are innovation or notable attempts by the Area to enhance the Department's EEO efforts documented? ☒ Yes ☐ No

2. HIRING / PROMOTION		EVALUATED <input checked="" type="checkbox"/>	ACTION REQUIRED NONE	CORRECTED
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a. Are hiring/promotion practices consistent with EEO objectives and philosophies? ☒ Yes ☐ No

(1) Do selections approved by the commander reflect support of the Department's emphasis on maintaining a diverse workforce? ☒ Yes ☐ No

(2) Do CHP 440As document good faith effort toward soliciting an adequate candidate group? ☒ Yes ☐ No

(a) Were all three ranks on the certification list canvassed? ☒ Yes ☐ No

(b) Were Job Opportunity Bulletins sent to all state agencies? ☒ Yes ☐ No

(3) What is the Area's current nonuniformed staffing profile by classification, gender, ethnicity, and number of disabled employees?

CUSTODIAN M H	OFFICE ASSISTANT 4 F W
UTO TECH M H	2 F H
2 M W	PSDS I M W
255 II F H	PSDS II 18 F W
OFFICE TECH F H	

- (a) Is the profile balanced based upon relevant labor force parity figures? ☒ Yes ☐ No
- (b) Are management and supervisory staff aware that workforce analysis and utilization can be obtained from the Equal Employment Opportunity Unit (EEOU)? ☒ Yes ☐ No

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3. HIRING OPTIONS	EVALUATED ✓	ACTION REQUIRED NONE	CORRECTED
a. Is the commander and his/her management team familiar with various hiring options available to enhance EEO?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Certification list.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Lateral transfer between classifications.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Training and Development (T&D) Assignment.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Temporary Authorization (TAU) Appointment.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Temporary downgrade.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Has the Area exercised hiring options to assist the Department in meeting its EEO goals and objectives?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Were options explored to attract and hire females into nontraditional classifications?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Were bilingual certification lists used in an attempt to hire bilingual employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. UPWARD MOBILITY	EVALUATED ✓	ACTION REQUIRED NONE	CORRECTED
a. Do supervisors encourage employees to investigate upward mobility opportunities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are employees informed of the opportunities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are T&D/lateral transfer opportunities posted in a prominent location, or routed among eligible employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are employee's Upward Mobility Career Plans reviewed annually as part of their annual performance evaluation?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Is compliance with program eligibility for continuation assured?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Have employees' potential for a new or higher level assignment been evaluated?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Do supervisors encourage and ensure participation of employees from underrepresented groups in assignments and/or training to further their development and enhance competitiveness in promotional examinations?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Field and headquarters temporary assignments.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Specialized training classes.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Special projects in Area/Division.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Special duty assignments.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Advanced Academy training.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Does the commander ensure eligible employees are kept appraised of upward mobility opportunities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the commander aware of the upward mobility interests of the nonuniformed staff?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Has the commander shown his/her support for upward mobility efforts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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5. RECRUITMENT	EVALUATED <input checked="" type="checkbox"/>	ACTION REQUIRED NONE	CORRECTED
a. Are recruitment efforts active and ongoing?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Has Area contributed to Division's recruitment efforts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Was staff support provided in the way of female, minority, and persons with disabilities role models for recruitment presentations?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Does the Area contribute resource information such as community and media contacts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the commander stimulate interest in ongoing recruitment efforts among his/her management team?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are Area managers and supervisors actively involved in promoting the Department's recruitment efforts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) How is the Public Affairs Officer utilized to promote the Department's recruitment efforts?			
PUBLIC EVENTS, SCHOOL PRESENTATIONS, RADIO AND TELEVISION,			
(c) Has the commander developed and maintained liaison with minority, disabled, and women's organizations in the community?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) Has the commander or other managers made recruitment presentations before minority, disabled, and women's organizations?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. BILINGUAL SERVICES PROGRAM	EVALUATED <input checked="" type="checkbox"/>	ACTION REQUIRED NONE	CORRECTED
a. Does the Area have bilingual services positions authorized per GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are bilingual services positions deployed appropriately?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are bilingual services positions deployed to maximize the effective use of bilingual skills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) What criteria is used to determine deployment of bilingual services positions?			
BILINGUAL POSITIONS ARE DEPLOYED BASED ON DEMOGRAPHIC NEEDS.			
c. Does the commander review the language survey data as recommended in GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are copies retained at the Area?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. If/when required, have position audits been conducted in accordance with departmental policy? WHEN REQUIRED			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Has the Unit 5 Memorandum of Understanding been consulted for payment and auditing of uniformed positions?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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7. PERSONS WITH DISABILITIES PROGRAM

EVALUATED



ACTION REQUIRED

NONE

CORRECTED

- a. Do managers and supervisors maintain an ongoing endeavor to enhance the Department's efforts to attract and retain qualified candidates and employees with disabilities?

☒ Yes

☐ No

(1) Reasonable Accommodation

- (a) Is the commander and his/her management team familiar with the provisions of HPM 10.12, Affirmative Action/Equal Employment Opportunity Planning Manual, Chapter 6, Persons with Disabilities Program?

☒ Yes

☐ No

- (b) Is the commander/team familiar with resource contacts, such as the Department of Rehabilitation, EEOU, Facilities, Telecommunications, Business Services, and Health and Safety Sections?

☒ Yes

☐ No

- (c) Are supervisors aware of the many devices available to help in employment of persons with disabilities?

☒ Yes

☐ No

- (d) Have there been opportunities to provide reasonable accommodation for employees/applicants with disabilities?

☒ Yes

☐ No

1 What efforts were made to provide reasonable accommodation?

ERGONOMIC KEYBOARDS FOR CLERICAL

(2) Advisory Committee for Persons with Disabilities (ACPD)

- (a) Are ACPD minutes reviewed by the Area management team?

☒ Yes

☐ No

- (b) Are ACPD minutes distributed or made available to all employees?

☒ Yes

☐ No

8. DISCRIMINATION

EVALUATED



ACTION REQUIRED

NONE

CORRECTED

- a. Are managers and supervisors responsible for ensuring a favorable working atmosphere for all employees, free from discrimination or harassment, including sexual harassment?

☒ Yes

☐ No

(1) Familiarity and Support

- (a) Is the commander/management team familiar with departmental policies and procedures regarding prohibited discriminatory practices?

☒ Yes

☐ No

- (b) Is the commander/management team familiar with departmental policies and procedures for handling discrimination or harassment issues or allegations should they occur?

☒ Yes

☐ No

- (c) Is the commander/management team familiar with the roles and responsibilities of outside agencies in the resolution of complaints?

☒ Yes

☐ No

- (d) Has training been provided for all employees on discrimination and harassment, including sexual harassment?

☒ Yes

☐ No

(2) Work Environment

- (a) Is the work environment businesslike and does it ensure fair and courteous treatment of all employees and the public?

☒ Yes

☐ No

- (b) Do interpersonal relationships between employees, including managers and supervisors, reflect the professionalism expected of the CHP?

☒ Yes

☐ No

- (c) Are notices properly posted in each work area advising of the names and business telephone numbers of EEO Counselors available for assistance?

☒ Yes

☐ No

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	EVALUATED	ACTION REQUIRED	CORRECTED
7. PERSONS WITH DISABILITIES PROGRAM	✓	NONE	
a. Do managers and supervisors maintain an ongoing endeavor to enhance the Department's efforts to attract and retain qualified candidates and employees with disabilities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Reasonable Accommodation			
(a) Is the commander and his/her management team familiar with the provisions of HPM 10.12, Affirmative Action/Equal Employment Opportunity Planning Manual, Chapter 6, Persons with Disabilities Program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is the commander/team familiar with resource contacts, such as the Department of Rehabilitation, EEOU, Facilities, Telecommunications, Business Services, and Health and Safety Sections?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Are supervisors aware of the many devices available to help in employment of persons with disabilities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) Have there been opportunities to provide reasonable accommodation for employees/applicants with disabilities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1 What efforts were made to provide reasonable accommodation?			ERGONOMIC KEYBOARDS FOR CLERICAL
(2) Advisory Committee for Persons with Disabilities (ACPD)			
(a) Are ACPD minutes reviewed by the Area management team?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are ACPD minutes distributed or made available to all employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
8. DISCRIMINATION	✓	NONE	
a. Are managers and supervisors responsible for ensuring a favorable working atmosphere for all employees, free from discrimination or harassment, including sexual harassment?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Familiarity and Support			
(a) Is the commander/management team familiar with departmental policies and procedures regarding prohibited discriminatory practices?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is the commander/management team familiar with departmental policies and procedures for handling discrimination or harassment issues or allegations should they occur?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Is the commander/management team familiar with the roles and responsibilities of outside agencies in the resolution of complaints?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) Has training been provided for all employees on discrimination and harassment, including sexual harassment?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Work Environment			
(a) Is the work environment businesslike and does it ensure fair and courteous treatment of all employees and the public?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Do interpersonal relationships between employees, including managers and supervisors, reflect the professionalism expected of the CHP?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Are notices properly posted in each work area advising of the names and business telephone numbers of EEO Counselors available for assistance?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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AREA	DIVISION	NUMBER
Grapevine Insp. Fac.	Central	18
EVALUATED BY	DATE	
S. A. Netzer	10/28/2008	

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____ S. A. Netzer	DATE 10/28/2008
1. SUPPORT AND AWARENESS		EVALUATED X	ACTION REQUIRED CORRECTED

- a. Do all managers and supervisors support and implement the objectives to the Department's Equal Employment Opportunity (EEO) Program? ☒ Yes ☐ No
- (1) Does the commander support and encourage EEO? ☒ Yes ☐ No
- (a) Are managers and supervisors familiar with the program? ☒ Yes ☐ No
- (b) Are managers and supervisors familiar with ongoing EEO goals and objectives, and do they know where to obtain assistance regarding EEO programs? ☒ Yes ☐ No
- (2) Are managers and supervisors familiar with special employment programs such as the Limited Examination and Appointment Program (LEAP)? ☒ Yes ☐ No
- (3) Regarding local EEO programs, are innovation or notable attempts by the Area to enhance the Department's EEO efforts documented? ☒ Yes ☐ No

2. HIRING / PROMOTION

EVALUATED X	ACTION REQUIRED	CORRECTED
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- a. Are hiring/promotion practices consistent with EEO objectives and philosophies? ☒ Yes ☐ No
- (1) Do selections approved by the commander reflect support of the Department's emphasis on maintaining a diverse workforce? ☒ Yes ☐ No
- (2) Do CHP 440As document good faith effort toward soliciting an adequate candidate group? ☒ Yes ☐ No
- (a) Were all three ranks on the certification list canvassed? ☒ Yes ☐ No
- (b) Were Job Opportunity Bulletins sent to all state agencies? ☒ Yes ☐ No
- (3) What is the Area's current nonuniformed staffing profile by classification, gender, ethnicity, and number of disabled employees? OSSI - female, white, OA - female, white
CVIS - 9 white males, 3 Hispanic male, 2 Black females
Custodian - 1 Hispanic male
- (a) Is the profile balanced based upon relevant labor force parity figures? ☐ Yes ☒ No
- (b) Are management and supervisory staff aware that workforce analysis and utilization can be obtained from the Equal Employment Opportunity Unit (EEOU)? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION**EQUAL EMPLOYMENT OPPORTUNITY**

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3. HIRING OPTIONS	EVALUATED X	ACTION REQUIRED	CORRECTED
a. Is the commander and his/her management team familiar with various hiring options available to enhance EEO?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Certification list.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Lateral transfer between classifications.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Training and Development (T&D) Assignment.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Temporary Authorization (TAU) Appointment.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Temporary downgrade.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Has the Area exercised hiring options to assist the Department in meeting its EEO goals and objectives?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Were options explored to attract and hire females into nontraditional classifications?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Were bilingual certification lists used in an attempt to hire bilingual employees?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4. UPWARD MOBILITY	EVALUATED X	ACTION REQUIRED	CORRECTED
a. Do supervisors encourage employees to investigate upward mobility opportunities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are employees informed of the opportunities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are T&D/lateral transfer opportunities posted in a prominent location, or routed among eligible employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are employee's Upward Mobility Career Plans reviewed annually as part of their annual performance evaluation?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Is compliance with program eligibility for continuation assured?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Have employees' potential for a new or higher level assignment been evaluated?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Do supervisors encourage and ensure participation of employees from underrepresented groups in assignments and/or training to further their development and enhance competitiveness in promotional examinations?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Field and headquarters temporary assignments.			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Specialized training classes.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Special projects in Area/Division.			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(4) Special duty assignments.			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(5) Advanced Academy training.			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
c. Does the commander ensure eligible employees are kept apprised of upward mobility opportunities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the commander aware of the upward mobility interests of the nonuniformed staff?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Has the commander shown his/her support for upward mobility efforts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

AREA MANAGEMENT EVALUATION**EQUAL EMPLOYMENT OPPORTUNITY**

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5. RECRUITMENT	EVALUATED	ACTION REQUIRED	CORRECTED
a. Are recruitment efforts active and ongoing?	X		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Has Area contributed to Division's recruitment efforts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Was staff support provided in the way of female, minority, and persons with disabilities role models for recruitment presentations?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(b) Does the Area contribute resource information such as community and media contacts?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Does the commander stimulate interest in ongoing recruitment efforts among his/her management team?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are Area managers and supervisors actively involved in promoting the Department's recruitment efforts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) How is the Public Affairs Officer utilized to promote the Department's recruitment efforts?			
(c) Has the commander developed and maintained liaison with minority, disabled, and women's organizations in the community?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(d) Has the commander or other managers made recruitment presentations before minority, disabled, and women's organizations?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. BILINGUAL SERVICES PROGRAM	EVALUATED	ACTION REQUIRED	CORRECTED
a. Does the Area have bilingual services positions authorized per GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?	X		<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Are bilingual services positions deployed appropriately?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are bilingual services positions deployed to maximize the effective use of bilingual skills?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) What criteria is used to determine deployment of bilingual services positions?			
c. Does the commander review the language survey data as recommended in GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are copies retained at the Area?			<input type="checkbox"/> Yes <input type="checkbox"/> No
d. If/when required, have position audits been conducted in accordance with departmental policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Has the Unit 5 Memorandum of Understanding been consulted for payment and auditing of uniformed positions?			<input type="checkbox"/> Yes <input type="checkbox"/> No

AREA MANAGEMENT EVALUATION**EQUAL EMPLOYMENT OPPORTUNITY**

CHP 453T (Rev. 6-06) OPI 009

7. PERSONS WITH DISABILITIES PROGRAM	EVALUATED X	ACTION REQUIRED	CORRECTED
a. Do managers and supervisors maintain an ongoing endeavor to enhance the Department's efforts to attract and retain qualified candidates and employees with disabilities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Reasonable Accommodation			
(a) Is the commander and his/her management team familiar with the provisions of HPM 10.12, Affirmative Action/Equal Employment Opportunity Planning Manual, Chapter 6, Persons with Disabilities Program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is the commander/team familiar with resource contacts, such as the Department of Rehabilitation, EEOU, Facilities, Telecommunications, Business Services, and Health and Safety Sections?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Are supervisors aware of the many devices available to help in employment of persons with disabilities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) Have there been opportunities to provide reasonable accommodation for employees/applicants with disabilities?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1. What efforts were made to provide reasonable accommodation?			
(2) Advisory Committee for Persons with Disabilities (ACPD)			
(a) Are ACPD minutes reviewed by the Area management team?			<input type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are ACPD minutes distributed or made available to all employees?			<input type="checkbox"/> Yes <input type="checkbox"/> No
8. DISCRIMINATION	EVALUATED X	ACTION REQUIRED	CORRECTED
a. Are managers and supervisors responsible for ensuring a favorable working atmosphere for all employees, free from discrimination or harassment, including sexual harassment?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Familiarity and Support			
(a) Is the commander/management team familiar with departmental policies and procedures regarding prohibited discriminatory practices?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is the commander/management team familiar with departmental policies and procedures for handling discrimination or harassment issues or allegations should they occur?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Is the commander/management team familiar with the roles and responsibilities of outside agencies in the resolution of complaints?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) Has training been provided for all employees on discrimination and harassment, including sexual harassment?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Work Environment			
(a) Is the work environment businesslike and does it ensure fair and courteous treatment of all employees and the public?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Do interpersonal relationships between employees, including managers and supervisors, reflect the professionalism expected of the CHP?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Are notices properly posted in each work area advising of the names and business telephone numbers of EEO Counselors available for assistance?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Memorandum

Date: October 10, 2008

To: Central Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Buttonwillow Area

File No: 426.10857

Subject: AREA MANAGEMENT EVALUATION- CHP 453T- EQUAL EMPLOYMENT
OPPORTUNITY- INFORMAL EVALUATION


Attached is an Equal Employment Opportunity Informal Evaluation, per HPG 22.1, conducted by Officer Maria Pagano #16364, of the Buttonwillow Area. No follow-up correction report is required. Contact me at (661) 764-5580, should you have any questions.



D.L. GREEN, Lieutenant
Area Commander

AREA 426	DIVISION CENTRAL	NUMBER
EVALUATED BY MARIA PAGANO, OFFICER		DATE 10-06-08

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW  DATE 10-6-08
1. SUPPORT AND AWARENESS		EVALUATED YES	ACTION REQUIRED NO

a. Do all managers and supervisors support and implement the objectives to the Department's Equal Employment Opportunity (EEO) Program? ☒ Yes ☐ No

(1) Does the commander support and encourage EEO? ☒ Yes ☐ No

(a) Are managers and supervisors familiar with the program? ☒ Yes ☐ No

(b) Are managers and supervisors familiar with ongoing EEO goals and objectives, and do they know where to obtain assistance regarding EEO programs? ☒ Yes ☐ No

(2) Are managers and supervisors familiar with special employment programs such as the Limited Examination and Appointment Program (LEAP)? ☒ Yes ☐ No

(3) Regarding local EEO programs, are innovation or notable attempts by the Area to enhance the Department's EEO efforts documented? ☒ Yes ☐ No

2. HIRING / PROMOTION	EVALUATED YES	ACTION REQUIRED NO	CORRECTED
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a. Are hiring/promotion practices consistent with EEO objectives and philosophies? ☒ Yes ☐ No

(1) Do selections approved by the commander reflect support of the Department's emphasis on maintaining a diverse workforce? ☒ Yes ☐ No

(2) Do CHP 440As document good faith effort toward soliciting an adequate candidate group? ☒ Yes ☐ No

(a) Were all three ranks on the certification list canvassed? ☒ Yes ☐ No

(b) Were Job Opportunity Bulletins sent to all state agencies? ☒ Yes ☐ No

(3) What is the Area's current nonuniformed staffing profile by classification, gender, ethnicity, and number of disabled employees?

OFFICE ASSISTANT SUPERVISOR- FEMALE, WHITE

OFFICE ASSISTANT- FEMALE, WHITE

NO DISABLED EMPLOYEES.

(a) Is the profile balanced based upon relevant labor force parity figures? ☐ Yes ☒ No

(b) Are management and supervisory staff aware that workforce analysis and utilization can be obtained from the Equal Employment Opportunity Unit (EEOU)? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION**EQUAL EMPLOYMENT OPPORTUNITY**

CHP 453T (Rev. 6-06) OPI 009

3. HIRING OPTIONS	EVALUATED YES	ACTION REQUIRED NO	CORRECTED
a. Is the commander and his/her management team familiar with various hiring options available to enhance EEO?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Certification list.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Lateral transfer between classifications.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Training and Development (T&D) Assignment.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Temporary Authorization (TAU) Appointment.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Temporary downgrade.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Has the Area exercised hiring options to assist the Department in meeting its EEO goals and objectives?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Were options explored to attract and hire females into nontraditional classifications?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Were bilingual certification lists used in an attempt to hire bilingual employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. UPWARD MOBILITY	EVALUATED YES	ACTION REQUIRED NO	CORRECTED
a. Do supervisors encourage employees to investigate upward mobility opportunities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are employees informed of the opportunities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are T&D/lateral transfer opportunities posted in a prominent location, or routed among eligible employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are employee's Upward Mobility Career Plans reviewed annually as part of their annual performance evaluation?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Is compliance with program eligibility for continuation assured?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Have employees' potential for a new or higher level assignment been evaluated?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Do supervisors encourage and ensure participation of employees from underrepresented groups in assignments and/or training to further their development and enhance competitiveness in promotional examinations?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Field and headquarters temporary assignments.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Specialized training classes.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Special projects in Area/Division.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Special duty assignments.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Advanced Academy training.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Does the commander ensure eligible employees are kept apprised of upward mobility opportunities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the commander aware of the upward mobility interests of the nonuniformed staff?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Has the commander shown his/her support for upward mobility efforts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

AREA MANAGEMENT EVALUATION

EQUAL EMPLOYMENT OPPORTUNITY

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5. RECRUITMENT	EVALUATED YES	ACTION REQUIRED NO	CORRECTED
a. Are recruitment efforts active and ongoing?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Has Area contributed to Division's recruitment efforts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Was staff support provided in the way of female, minority, and persons with disabilities role models for recruitment presentations?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Does the Area contribute resource information such as community and media contacts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the commander stimulate interest in ongoing recruitment efforts among his/her management team?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are Area managers and supervisors actively involved in promoting the Department's recruitment efforts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) How is the Public Affairs Officer utilized to promote the Department's recruitment efforts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
PAO SPEAKS TO PROSPECT RECRUITS WHO COME INTO OUR OFFICE. PAO ALSO PROVIDES SAFETY MEETINGS TO THE PUBLIC THROUGHOUT THE COUNTY AND WITHIN OUR JURISDICTION. HE ATTENDS LOCAL HIGH SCHOOLS AND SPEAKS TO STUDENTS ABOUT CARRERS IN LAW ENFORCEMENT. PAO ALSO SPEAKS TO THE MEMBERS OF THE KERN COUNCIL OF GOVERMENT.			
(c) Has the commander developed and maintained liaison with minority, disabled, and women's organizations in the community?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) Has the commander or other managers made recruitment presentations before minority, disabled, and women's organizations?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. BILINGUAL SERVICES PROGRAM	EVALUATED YES	ACTION REQUIRED NO	CORRECTED
a. Does the Area have bilingual services positions authorized per GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are bilingual services positions deployed appropriately?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are bilingual services positions deployed to maximize the effective use of bilingual skills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) What criteria is used to determine deployment of bilingual services positions?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
USUALLY THERE IS ONLY ONE BILINGUAL OFFICER WORKING A GIVEN SHIFT. CONTACTS WITH THE PUBLIC HAVE SHOWN A BALANCED NEED FOR BILINGUAL OFFICERS THROUGHOUT THE AREA.			
c. Does the commander review the language survey data as recommended in GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are copies retained at the Area?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. If/when required, have position audits been conducted in accordance with departmental policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Has the Unit 5 Memorandum of Understanding been consulted for payment and auditing of uniformed positions?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

STATE OF CALIFORNIA
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AREA MANAGEMENT EVALUATION
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7. PERSONS WITH DISABILITIES PROGRAM	EVALUATED	ACTION REQUIRED	CORRECTED
	YES	NO	

- a. Do managers and supervisors maintain an ongoing endeavor to enhance the Department's efforts to attract and retain qualified candidates and employees with disabilities? ☒ Yes ☐ No

(1) Reasonable Accommodation

- (a) Is the commander and his/her management team familiar with the provisions of HPM 10.12, Affirmative Action/Equal Employment Opportunity Planning Manual, Chapter 6, Persons with Disabilities Program? ☒ Yes ☐ No

- (b) Is the commander/team familiar with resource contacts, such as the Department of Rehabilitation, EEOU, Facilities, Telecommunications, Business Services, and Health and Safety Sections? ☒ Yes ☐ No

- (c) Are supervisors aware of the many devices available to help in employment of persons with disabilities? ☒ Yes ☐ No

- (d) Have there been opportunities to provide reasonable accommodation for employees/applicants with disabilities? ☒ Yes ☐ No

1 What efforts were made to provide reasonable accommodation?

(2) Advisory Committee for Persons with Disabilities (ACPD)

- (a) Are ACPD minutes reviewed by the Area management team? ☒ Yes ☐ No

- (b) Are ACPD minutes distributed or made available to all employees? ☒ Yes ☐ No

8. DISCRIMINATION	EVALUATED	ACTION REQUIRED	CORRECTED
	YES	NO	

- a. Are managers and supervisors responsible for ensuring a favorable working atmosphere for all employees, free from discrimination or harassment, including sexual harassment? ☒ Yes ☐ No

(1) Familiarity and Support

- (a) Is the commander/management team familiar with departmental policies and procedures regarding prohibited discriminatory practices? ☒ Yes ☐ No

- (b) Is the commander/management team familiar with departmental policies and procedures for handling discrimination or harassment issues or allegations should they occur? ☒ Yes ☐ No

- (c) Is the commander/management team familiar with the roles and responsibilities of outside agencies in the resolution of complaints? ☒ Yes ☐ No

- (d) Has training been provided for all employees on discrimination and harassment, including sexual harassment? ☒ Yes ☐ No

(2) Work Environment

- (a) Is the work environment businesslike and does it ensure fair and courteous treatment of all employees and the public? ☒ Yes ☐ No

- (b) Do interpersonal relationships between employees, including managers and supervisors, reflect the professionalism expected of the CHP? ☒ Yes ☐ No

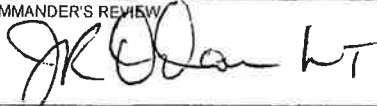
- (c) Are notices properly posted in each work area advising of the names and business telephone numbers of EEO Counselors available for assistance? ☒ Yes ☐ No

**AREA MANAGEMENT EVALUATION
EQUAL EMPLOYMENT OPPORTUNITY**

CHP 453T (Rev. 6-06) OPI 009

AREA Fort Tejon	DIVISION Central	NUMBER 430
EVALUATED BY C. Whitty		DATE 02/25/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW  DATE 2-26-08	
<input type="checkbox"/> Correction Report BY _____		EVALUATED 2/25/2008	ACTION REQUIRED No CORRECTED

1. SUPPORT AND AWARENESS

- a. Do all managers and supervisors support and implement the objectives to the Department's Equal Employment Opportunity (EEO) Program? ☒ Yes ☐ No
- (1) Does the commander support and encourage EEO? ☒ Yes ☐ No
- (a) Are managers and supervisors familiar with the program? ☒ Yes ☐ No
- (b) Are managers and supervisors familiar with ongoing EEO goals and objectives, and do they know where to obtain assistance regarding EEO programs? ☒ Yes ☐ No
- (2) Are managers and supervisors familiar with special employment programs such as the Limited Examination and Appointment Program (LEAP)? ☒ Yes ☐ No
- (3) Regarding local EEO programs, are innovation or notable attempts by the Area to enhance the Department's EEO efforts documented? ☐ Yes ☒ No

2. HIRING / PROMOTION

EVALUATED 2/25/2008	ACTION REQUIRED No	CORRECTED
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- a. Are hiring/promotion practices consistent with EEO objectives and philosophies? ☒ Yes ☐ No
- (1) Do selections approved by the commander reflect support of the Department's emphasis on maintaining a diverse workforce? ☒ Yes ☐ No
- (2) Do CHP 440As document good faith effort toward soliciting an adequate candidate group? ☒ Yes ☐ No
- (a) Were all three ranks on the certification list canvassed? ☒ Yes ☐ No
- (b) Were Job Opportunity Bulletins sent to all state agencies? ☒ Yes ☐ No
- (3) What is the Area's current nonuniformed staffing profile by classification, gender, ethnicity, and number of disabled employees?
- One African American male Auto Tech.
- One white male Maintenance Worker.
- One white female OSS1.
- One Hispanic female Office Assistant.
- No disabled employees.
- (a) Is the profile balanced based upon relevant labor force parity figures? ☒ Yes ☐ No
- (b) Are management and supervisory staff aware that workforce analysis and utilization can be obtained from the Equal Employment Opportunity Unit (EEOU)? ☒ Yes ☐ No

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AREA MANAGEMENT EVALUATION
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3. HIRING OPTIONS	EVALUATED 2/25/2008	ACTION REQUIRED No	CORRECTED
a. Is the commander and his/her management team familiar with various hiring options available to enhance EEO?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Certification list.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Lateral transfer between classifications.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Training and Development (T&D) Assignment.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Temporary Authorization (TAU) Appointment.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Temporary downgrade.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Has the Area exercised hiring options to assist the Department in meeting its EEO goals and objectives?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Were options explored to attract and hire females into nontraditional classifications?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Were bilingual certification lists used in an attempt to hire bilingual employees?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4. UPWARD MOBILITY	EVALUATED 2/25/2008	ACTION REQUIRED No	CORRECTED
a. Do supervisors encourage employees to investigate upward mobility opportunities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are employees informed of the opportunities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are T&D/lateral transfer opportunities posted in a prominent location, or routed among eligible employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are employee's Upward Mobility Career Plans reviewed annually as part of their annual performance evaluation?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Is compliance with program eligibility for continuation assured?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Have employees' potential for a new or higher level assignment been evaluated?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Do supervisors encourage and ensure participation of employees from underrepresented groups in assignments and/or training to further their development and enhance competitiveness in promotional examinations?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Field and headquarters temporary assignments.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Specialized training classes.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Special projects in Area/Division.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Special duty assignments.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Advanced Academy training.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Does the commander ensure eligible employees are kept appraised of upward mobility opportunities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the commander aware of the upward mobility interests of the nonuniformed staff?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Has the commander shown his/her support for upward mobility efforts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

AREA MANAGEMENT EVALUATION
EQUAL EMPLOYMENT OPPORTUNITY

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5. RECRUITMENT	EVALUATED 2/25/2008	ACTION REQUIRED No	CORRECTED
a. Are recruitment efforts active and ongoing?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Has Area contributed to Division's recruitment efforts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Was staff support provided in the way of female, minority, and persons with disabilities role models for recruitment presentations?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Does the Area contribute resource information such as community and media contacts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the commander stimulate interest in ongoing recruitment efforts among his/her management team?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are Area managers and supervisors actively involved in promoting the Department's recruitment efforts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) How is the Public Affairs Officer utilized to promote the Department's recruitment efforts?	The PAO is involved in local career fairs, safety fairs, and other local events where he presents recruitment information. The PAO focuses on under represented groups during his presentations.		
(c) Has the commander developed and maintained liaison with minority, disabled, and women's organizations in the community?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) Has the commander or other managers made recruitment presentations before minority, disabled, and women's organizations?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6. BILINGUAL SERVICES PROGRAM	EVALUATED 2/25/2008	ACTION REQUIRED No	CORRECTED
a. Does the Area have bilingual services positions authorized per GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are bilingual services positions deployed appropriately?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are bilingual services positions deployed to maximize the effective use of bilingual skills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) What criteria is used to determine deployment of bilingual services positions?	The Area has three certified bilingual officers all assigned to road patrol duties. Two special duty officers and one of our clerical staff are also bilingual, but they are not state certified. This current staffing allows for bilingual personnel to be available at both the office during business hours and on the road the majority of the time.		
c. Does the commander review the language survey data as recommended in GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are copies retained at the Area?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. If/when required, have position audits been conducted in accordance with departmental policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Has the Unit 5 Memorandum of Understanding been consulted for payment and auditing of uniformed positions?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

AREA MANAGEMENT EVALUATION
EQUAL EMPLOYMENT OPPORTUNITY

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7. PERSONS WITH DISABILITIES PROGRAM

EVALUATED
2/25/2008

ACTION REQUIRED
No

CORRECTED

- a. Do managers and supervisors maintain an ongoing endeavor to enhance the Department's efforts to attract and retain qualified candidates and employees with disabilities?

☒ Yes ☐ No

(1) Reasonable Accommodation

- (a) Is the commander and his/her management team familiar with the provisions of HPM 10.12, Affirmative Action/Equal Employment Opportunity Planning Manual, Chapter 6, Persons with Disabilities Program?

☒ Yes ☐ No

- (b) Is the commander/team familiar with resource contacts, such as the Department of Rehabilitation, EEOU, Facilities, Telecommunications, Business Services, and Health and Safety Sections?

☒ Yes ☐ No

- (c) Are supervisors aware of the many devices available to help in employment of persons with disabilities?

☒ Yes ☐ No

- (d) Have there been opportunities to provide reasonable accommodation for employees/applicants with disabilities?

☐ Yes ☒ No

1 What efforts were made to provide reasonable accommodation?

(2) Advisory Committee for Persons with Disabilities (ACPD)

- (a) Are ACPD minutes reviewed by the Area management team?

☒ Yes ☐ No

- (b) Are ACPD minutes distributed or made available to all employees?

☒ Yes ☐ No

8. DISCRIMINATION

EVALUATED
2/25/2008

ACTION REQUIRED
No

CORRECTED

- a. Are managers and supervisors responsible for ensuring a favorable working atmosphere for all employees, free from discrimination or harassment, including sexual harassment?

☒ Yes ☐ No

(1) Familiarity and Support

- (a) Is the commander/management team familiar with departmental policies and procedures regarding prohibited discriminatory practices?

☒ Yes ☐ No

- (b) Is the commander/management team familiar with departmental policies and procedures for handling discrimination or harassment issues or allegations should they occur?

☒ Yes ☐ No

- (c) Is the commander/management team familiar with the roles and responsibilities of outside agencies in the resolution of complaints?

☒ Yes ☐ No

- (d) Has training been provided for all employees on discrimination and harassment, including sexual harassment?

☒ Yes ☐ No

(2) Work Environment

- (a) Is the work environment businesslike and does it ensure fair and courteous treatment of all employees and the public?

☒ Yes ☐ No

- (b) Do interpersonal relationships between employees, including managers and supervisors, reflect the professionalism expected of the CHP?

☒ Yes ☐ No

- (c) Are notices properly posted in each work area advising of the names and business telephone numbers of EEO Counselors available for assistance?

☒ Yes ☐ No

AREA MANAGEMENT EVALUATION

EQUAL EMPLOYMENT OPPORTUNITY

CHP 453T (Rev. 6-06) OPI 009

AREA <i>HANFORD</i>	DIVISION <i>CENTRAL</i>	NUMBER
EVALUATED BY <i>DOUG PUER #10045</i>		DATE <i>2/19/08</i>

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initiated and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION Formal Evaluation <input type="checkbox"/> Informal Evaluation <input checked="" type="checkbox"/>		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY <i>Doug Puer, LT.</i>	DATE <i>2/19/08</i>
1. SUPPORT AND AWARENESS		EVALUATED <i>2/19/08</i> <i>DMP</i>	ACTION REQUIRED <i>NONE</i> CORRECTED <i>N/A</i>

- a. Do all managers and supervisors support and implement the objectives to the Department's Equal Employment Opportunity (EEO) Program? ☒ Yes ☐ No
- (1) Does the commander support and encourage EEO? ☒ Yes ☐ No
- (a) Are managers and supervisors familiar with the program? ☒ Yes ☐ No
- (b) Are managers and supervisors familiar with ongoing EEO goals and objectives, and do they know where to obtain assistance regarding EEO programs? ☒ Yes ☐ No
- (2) Are managers and supervisors familiar with special employment programs such as the Limited Examination and Appointment Program (LEAP)? ☒ Yes ☐ No
- (3) Regarding local EEO programs, are innovation or notable attempts by the Area to enhance the Department's EEO efforts documented? *N/A* ☐ Yes ☐ No

2. HIRING / PROMOTION		EVALUATED <i>2/19/08</i> <i>DMP</i>	ACTION REQUIRED <i>NONE</i>	CORRECTED <i>N/A</i>
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a. Are hiring/promotion practices consistent with EEO objectives and philosophies? ☒ Yes ☐ No

(1) Do selections approved by the commander reflect support of the Department's emphasis on maintaining a diverse workforce? *NO NON-UNIFORMED HIRES IN OVER 10 YEARS* ☒ Yes ☐ No

(2) Do CHP 440As document good faith effort toward soliciting an adequate candidate group? *N/A* ☐ Yes ☐ No

(a) Were all three ranks on the certification list canvassed? *N/A* ☐ Yes ☐ No

(b) Were Job Opportunity Bulletins sent to all state agencies? *N/A* ☐ Yes ☐ No

(3) What is the Area's current nonuniformed staffing profile by classification, gender, ethnicity, and number of disabled employees?

OSS I - FEMALE, CAUCASIAN, NON-DISABLED
OA - FEMALE, CAUCASIAN, NON-DISABLED
ATII - MALE, HISPANIC, NON-DISABLED

- (a) Is the profile balanced based upon relevant labor force parity figures? *(LIMITED SAMPLE)* ☒ Yes ☐ No
- (b) Are management and supervisory staff aware that workforce analysis and utilization can be obtained from the Equal Employment Opportunity Unit (EEOU)? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION**EQUAL EMPLOYMENT OPPORTUNITY**

CHP 453T (Rev. 6-06) OPI 009

3. HIRING OPTIONSEVALUATED *2/19/08**DMP*

ACTION REQUIRED

NONE

CORRECTED

N/A

- a. Is the commander and his/her management team familiar with various hiring options available to enhance EEO?

☒ Yes ☐ No

(1) Certification list.

☒ Yes ☐ No

(2) Lateral transfer between classifications.

☒ Yes ☐ No

(3) Training and Development (T&D) Assignment.

☒ Yes ☐ No

(4) Temporary Authorization (TAU) Appointment.

☒ Yes ☐ No

(5) Temporary downgrade.

☒ Yes ☐ No

- b. Has the Area exercised hiring options to assist the Department in meeting its EEO goals and objectives?

☒ Yes ☐ No

(1) Were options explored to attract and hire females into nontraditional classifications?

☐ Yes ☒ No

(2) Were bilingual certification lists used in an attempt to hire bilingual employees?

☐ Yes ☒ No**4. UPWARD MOBILITY**EVALUATED *2/19/08**DMP*

ACTION REQUIRED

NONE

CORRECTED

N/A

- a. Do supervisors encourage employees to investigate upward mobility opportunities?

☒ Yes ☐ No

(1) Are employees informed of the opportunities?

☒ Yes ☐ No

(2) Are T&D/lateral transfer opportunities posted in a prominent location, or routed among eligible employees?

☒ Yes ☐ No

(3) Are employee's Upward Mobility Career Plans reviewed annually as part of their annual performance evaluation?

☒ Yes ☐ No

(a) Is compliance with program eligibility for continuation assured?

N/A☐ Yes ☐ No

(b) Have employees' potential for a new or higher level assignment been evaluated?

*N/A**(NOT INTERESTED)*☐ Yes ☐ No

- b. Do supervisors encourage and ensure participation of employees from underrepresented groups in assignments and/or training to further their development and enhance competitiveness in promotional examinations?

☒ Yes ☐ No

(1) Field and headquarters temporary assignments.

WHEN STAFFING LEVELS ALLOW☒ Yes ☐ No

(2) Specialized training classes.

☒ Yes ☐ No

(3) Special projects in Area/Division.

☒ Yes ☐ No

(4) Special duty assignments.

☒ Yes ☐ No

(5) Advanced Academy training.

☒ Yes ☐ No

- c. Does the commander ensure eligible employees are kept appraised of upward mobility opportunities?

☒ Yes ☐ No

(1) Is the commander aware of the upward mobility interests of the nonuniformed staff?

☒ Yes ☐ No

(2) Has the commander shown his/her support for upward mobility efforts?

☒ Yes ☐ No

AREA MANAGEMENT EVALUATION

EQUAL EMPLOYMENT OPPORTUNITY

CHP 453T (Rev. 6-06) OPI 009

5. RECRUITMENT

EVALUATED

2/19/08

ACTION REQUIRED

NONE

CORRECTED

N/A

a. Are recruitment efforts active and ongoing?

☒ Yes☐ No

(1) Has Area contributed to Division's recruitment efforts?

☒ Yes☐ No

(a) Was staff support provided in the way of female, minority, and persons with disabilities role models for recruitment presentations?

BLACK HISTORY MONTH CELEBRATION

☒ Yes☐ No

(b) Does the Area contribute resource information such as community and media contacts?

☒ Yes☐ No

(2) Does the commander stimulate interest in ongoing recruitment efforts among his/her management team?

☒ Yes☐ No

(a) Are Area managers and supervisors actively involved in promoting the Department's recruitment efforts?

☒ Yes☐ No

(b) How is the Public Affairs Officer utilized to promote the Department's recruitment efforts?

FREQUENT USE OF PAO FOR RECRUITMENT EVENTS

(c) Has the commander developed and maintained liaison with minority, disabled, and women's organizations in the community?

JUDY HORN, LONGFIELD CENTER, MIKEY STODDARD

☒ Yes☐ No

(d) Has the commander or other managers made recruitment presentations before minority, disabled, and women's organizations?

☒ Yes☐ No

6. BILINGUAL SERVICES PROGRAM

EVALUATED

2/19/08

ACTION REQUIRED

NONE

CORRECTED

N/A

a. Does the Area have bilingual services positions authorized per GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?

☐ Yes☒ No

ENCOURAGING OFFICER PIERCE TO TAKE BILINGUAL EXAMINATION

b. Are bilingual services positions deployed appropriately?

N/A

☐ Yes☐ No

(1) Are bilingual services positions deployed to maximize the effective use of bilingual skills?

N/A

☐ Yes☐ No

(2) What criteria is used to determine deployment of bilingual services positions?

N/A

c. Does the commander review the language survey data as recommended in GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?

☒ Yes☐ No

(1) Are copies retained at the Area?

☐ Yes☒ No

d. If/when required, have position audits been conducted in accordance with departmental policy?

N/A

☐ Yes☐ No

(1) Has the Unit 5 Memorandum of Understanding been consulted for payment and auditing of uniformed positions?

N/A

☐ Yes☐ No

AREA MANAGEMENT EVALUATION**EQUAL EMPLOYMENT OPPORTUNITY**

CHP 453T (Rev. 6-06) OPI 009

7. PERSONS WITH DISABILITIES PROGRAM

EVALUATED

2/19/08
DMP

ACTION REQUIRED

NONE

CORRECTED

N/A

- a. Do managers and supervisors maintain an ongoing endeavor to enhance the Department's efforts to attract and retain qualified candidates and employees with disabilities?

☒ Yes☐ No**(1) Reasonable Accommodation**

- (a) Is the commander and his/her management team familiar with the provisions of HPM 10.12, Affirmative Action/Equal Employment Opportunity Planning Manual, Chapter 6, Persons with Disabilities Program?

☒ Yes☐ No

- (b) Is the commander/team familiar with resource contacts, such as the Department of Rehabilitation, EEOU, Facilities, Telecommunications, Business Services, and Health and Safety Sections?

☒ Yes☐ No

- (c) Are supervisors aware of the many devices available to help in employment of persons with disabilities?

☒ Yes☐ No

- (d) Have there been opportunities to provide reasonable accommodation for employees/applicants with disabilities?

☐ Yes☒ No

1 What efforts were made to provide reasonable accommodation?

(2) Advisory Committee for Persons with Disabilities (ACPD)

- (a) Are ACPD minutes reviewed by the Area management team?

☒ Yes☐ No

- (b) Are ACPD minutes distributed or made available to all employees?

☒ Yes☐ No**8. DISCRIMINATION**

EVALUATED

2/19/08
DMP

ACTION REQUIRED

NONE

CORRECTED

N/A

- a. Are managers and supervisors responsible for ensuring a favorable working atmosphere for all employees, free from discrimination or harassment, including sexual harassment?

☒ Yes☐ No**(1) Familiarity and Support**

- (a) Is the commander/management team familiar with departmental policies and procedures regarding prohibited discriminatory practices?

☒ Yes☐ No

- (b) Is the commander/management team familiar with departmental policies and procedures for handling discrimination or harassment issues or allegations should they occur?

☒ Yes☐ No

- (c) Is the commander/management team familiar with the roles and responsibilities of outside agencies in the resolution of complaints?

☒ Yes☐ No

- (d) Has training been provided for all employees on discrimination and harassment, including sexual harassment?

☒ Yes☐ No

REGULAR TRAINING GIVEN

(2) Work Environment

- (a) Is the work environment businesslike and does it ensure fair and courteous treatment of all employees and the public?

☒ Yes☐ No

- (b) Do interpersonal relationships between employees, including managers and supervisors, reflect the professionalism expected of the CHP?

☒ Yes☐ No

- (c) Are notices properly posted in each work area advising of the names and business telephone numbers of EEO Counselors available for assistance?

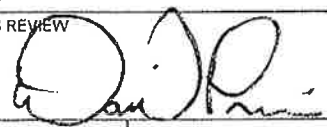
☒ Yes☐ No

AREA MANAGEMENT EVALUATION**EQUAL EMPLOYMENT OPPORTUNITY**

CHP 453T (Rev. 6-06) OPI 009

AREA Mariposa	DIVISION Central	NUMBER 455
EVALUATED BY B. Duncan		DATE 09/06/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE 09/30/2008
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW D. J. Price  DATE 09/08/2008
1. SUPPORT AND AWARENESS		EVALUATED 09/06/2008 ACTION REQUIRED CORRECTED

a. Do all managers and supervisors support and implement the objectives to the Department's Equal Employment Opportunity (EEO) Program? ☒ Yes ☐ No

(1) Does the commander support and encourage EEO? ☒ Yes ☐ No

(a) Are managers and supervisors familiar with the program? ☒ Yes ☐ No

(b) Are managers and supervisors familiar with ongoing EEO goals and objectives, and do they know where to obtain assistance regarding EEO programs? ☒ Yes ☐ No

(2) Are managers and supervisors familiar with special employment programs such as the Limited Examination and Appointment Program (LEAP)? ☒ Yes ☐ No

(3) Regarding local EEO programs, are innovation or notable attempts by the Area to enhance the Department's EEO efforts documented? ☒ Yes ☐ No

2. HIRING / PROMOTION	EVALUATED 09/06/2008	ACTION REQUIRED	CORRECTED
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a. Are hiring/promotion practices consistent with EEO objectives and philosophies? ☒ Yes ☐ No

(1) Do selections approved by the commander reflect support of the Department's emphasis on maintaining a diverse workforce? ☒ Yes ☐ No

(2) Do CHP 440As document good faith effort toward soliciting an adequate candidate group? ☒ Yes ☐ No

(a) Were all three ranks on the certification list canvassed? ☒ Yes ☐ No

(b) Were Job Opportunity Bulletins sent to all state agencies? ☒ Yes ☐ No

(3) What is the Area's current nonuniformed staffing profile by classification, gender, ethnicity, and number of disabled employees?

2 Females & 2 Males

4 Caucasians

1 Disabled (Hearing Impaired)

(a) Is the profile balanced based upon relevant labor force parity figures? ☒ Yes ☐ No

(b) Are management and supervisory staff aware that workforce analysis and utilization can be obtained from the Equal Employment Opportunity Unit (EEOU)? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION**EQUAL EMPLOYMENT OPPORTUNITY**

CHP 453T (Rev. 6-06) OPI 009

3. HIRING OPTIONS	EVALUATED 09/06/2008	ACTION REQUIRED	CORRECTED
a. Is the commander and his/her management team familiar with various hiring options available to enhance EEO?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Certification list.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Lateral transfer between classifications.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Training and Development (T&D) Assignment.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Temporary Authorization (TAU) Appointment.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Temporary downgrade.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Has the Area exercised hiring options to assist the Department in meeting its EEO goals and objectives?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Were options explored to attract and hire females into nontraditional classifications?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Were bilingual certification lists used in an attempt to hire bilingual employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. UPWARD MOBILITY	EVALUATED 09/06/2008	ACTION REQUIRED	CORRECTED
a. Do supervisors encourage employees to investigate upward mobility opportunities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are employees informed of the opportunities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are T&D/lateral transfer opportunities posted in a prominent location, or routed among eligible employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are employee's Upward Mobility Career Plans reviewed annually as part of their annual performance evaluation?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Is compliance with program eligibility for continuation assured?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Have employees' potential for a new or higher level assignment been evaluated?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Do supervisors encourage and ensure participation of employees from underrepresented groups in assignments and/or training to further their development and enhance competitiveness in promotional examinations?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Field and headquarters temporary assignments.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Specialized training classes.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Special projects in Area/Division.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Special duty assignments.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Advanced Academy training.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Does the commander ensure eligible employees are kept appraised of upward mobility opportunities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the commander aware of the upward mobility interests of the nonuniformed staff?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Has the commander shown his/her support for upward mobility efforts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**AREA MANAGEMENT EVALUATION
EQUAL EMPLOYMENT OPPORTUNITY**

CHP 453T (Rev. 6-06) OPI 009

5. RECRUITMENT	EVALUATED 09/06/2008	ACTION REQUIRED	CORRECTED
a. Are recruitment efforts active and ongoing?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Has Area contributed to Division's recruitment efforts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Was staff support provided in the way of female, minority, and persons with disabilities role models for recruitment presentations?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Does the Area contribute resource information such as community and media contacts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the commander stimulate interest in ongoing recruitment efforts among his/her management team?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are Area managers and supervisors actively involved in promoting the Department's recruitment efforts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) How is the Public Affairs Officer utilized to promote the Department's recruitment efforts?			
The PAO Officer(s) are very active in county functions, handing out applications regularly. The latest event was the Mariposa County Fair on Labor Day weekend.			
(c) Has the commander developed and maintained liaison with minority, disabled, and women's organizations in the community?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) Has the commander or other managers made recruitment presentations before minority, disabled, and women's organizations?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. BILINGUAL SERVICES PROGRAM	EVALUATED 09/06/2008	ACTION REQUIRED	CORRECTED
a. Does the Area have bilingual services positions authorized per GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
b. Are bilingual services positions deployed appropriately?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are bilingual services positions deployed to maximize the effective use of bilingual skills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) What criteria is used to determine deployment of bilingual services positions?			Officer A. Arredondo, CHP #11302, is fluent bilingual (English & Spanish) and is assigned as the PAO and is available during normal business hours for interpretation. Sergeant B. Duncan is limited bilingual (English & Spanish) and works relief shifts.
c. Does the commander review the language survey data as recommended in GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are copies retained at the Area?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. If/when required, have position audits been conducted in accordance with departmental policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Has the Unit 5 Memorandum of Understanding been consulted for payment and auditing of uniformed positions?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

AREA MANAGEMENT EVALUATION**EQUAL EMPLOYMENT OPPORTUNITY**

CHP 453T (Rev. 6-06) OPI 009

7. PERSONS WITH DISABILITIES PROGRAM	EVALUATED 09/06/2008	ACTION REQUIRED	CORRECTED
a. Do managers and supervisors maintain an ongoing endeavor to enhance the Department's efforts to attract and retain qualified candidates and employees with disabilities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Reasonable Accommodation			
(a) Is the commander and his/her management team familiar with the provisions of HPM 10.12, Affirmative Action/Equal Employment Opportunity Planning Manual, Chapter 6, Persons with Disabilities Program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is the commander/team familiar with resource contacts, such as the Department of Rehabilitation, EEOU, Facilities, Telecommunications, Business Services, and Health and Safety Sections?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Are supervisors aware of the many devices available to help in employment of persons with disabilities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) Have there been opportunities to provide reasonable accommodation for employees/applicants with disabilities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1 What efforts were made to provide reasonable accommodation?	TDY phone for hearing impaired employee.		
(2) Advisory Committee for Persons with Disabilities (ACPD)			
(a) Are ACPD minutes reviewed by the Area management team?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are ACPD minutes distributed or made available to all employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
8. DISCRIMINATION			
EVALUATED 09/06/2008		ACTION REQUIRED	CORRECTED
a. Are managers and supervisors responsible for ensuring a favorable working atmosphere for all employees, free from discrimination or harassment, including sexual harassment?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Familiarity and Support			
(a) Is the commander/management team familiar with departmental policies and procedures regarding prohibited discriminatory practices?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is the commander/management team familiar with departmental policies and procedures for handling discrimination or harassment issues or allegations should they occur?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Is the commander/management team familiar with the roles and responsibilities of outside agencies in the resolution of complaints?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) Has training been provided for all employees on discrimination and harassment, including sexual harassment?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Work Environment			
(a) Is the work environment businesslike and does it ensure fair and courteous treatment of all employees and the public?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Do interpersonal relationships between employees, including managers and supervisors, reflect the professionalism expected of the CHP?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Are notices properly posted in each work area advising of the names and business telephone numbers of EEO Counselors available for assistance?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No


AREA MANAGEMENT EVALUATION

EQUAL EMPLOYMENT OPPORTUNITY

CHP 453T (Rev. 6-06) OPI 009

AREA LOS BANOS 461	DIVISION CENTRAL 401	NUMBER CHAPTER 1
EVALUATED BY SGT. K. R. SMITH		DATE 10/29/08

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE 10/31/08	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____ 	DATE 10/20/08
1. SUPPORT AND AWARENESS		EVALUATED 10/29/08	ACTION REQUIRED

a. Do all managers and supervisors support and implement the objectives to the Department's Equal Employment Opportunity (EEO) Program?

☒ Yes ☐ No

(1) Does the commander support and encourage EEO?

☒ Yes ☐ No

(a) Are managers and supervisors familiar with the program?

☒ Yes ☐ No

(b) Are managers and supervisors familiar with ongoing EEO goals and objectives, and do they know where to obtain assistance regarding EEO programs?

☒ Yes ☐ No

(2) Are managers and supervisors familiar with special employment programs such as the Limited Examination and Appointment Program (LEAP)?

☒ Yes ☐ No

(3) Regarding local EEO programs, are innovation or notable attempts by the Area to enhance the Department's EEO efforts documented?

☒ Yes ☐ No

2. HIRING / PROMOTION

EVALUATED 10/29/08	ACTION REQUIRED	CORRECTED
-----------------------	-----------------	-----------

a. Are hiring/promotion practices consistent with EEO objectives and philosophies?

☒ Yes ☐ No

(1) Do selections approved by the commander reflect support of the Department's emphasis on maintaining a diverse workforce?

☒ Yes ☐ No

(2) Do CHP 440As document good faith effort toward soliciting an adequate candidate group?

☒ Yes ☐ No

(a) Were all three ranks on the certification list canvassed?

☒ Yes ☐ No

(b) Were Job Opportunity Bulletins sent to all state agencies?

☒ Yes ☐ No

(3) What is the Area's current nonuniformed staffing profile by classification, gender, ethnicity, and number of disabled employees?

1 - OSS I

FEMALE

CAUCASION

1 - O.A.

FEMALE

CAUCASION

1 = DISABLED

1 - AUTO TECH

MALE

HISPANIC

1 - JANITOR

FEMALE

HISPANIC

(a) Is the profile balanced based upon relevant labor force parity figures?

☒ Yes ☐ No

(b) Are management and supervisory staff aware that workforce analysis and utilization can be obtained from the Equal Employment Opportunity Unit (EEOU)?

☒ Yes ☐ No

AREA MANAGEMENT EVALUATION
EQUAL EMPLOYMENT OPPORTUNITY

CHP 453T (Rev. 6-06) OPI 009

3. HIRING OPTIONS

EVALUATED

10/27/08

ACTION REQUIRED

CORRECTED

a. Is the commander and his/her management team familiar with various hiring options available to enhance EEO?

☒ Yes ☐ No

(1) Certification list.

☒ Yes ☐ No

(2) Lateral transfer between classifications.

☒ Yes ☐ No

(3) Training and Development (T&D) Assignment.

☒ Yes ☐ No

(4) Temporary Authorization (TAU) Appointment.

☒ Yes ☐ No

(5) Temporary downgrade.

☒ Yes ☐ No

b. Has the Area exercised hiring options to assist the Department in meeting its EEO goals and objectives?

☒ Yes ☐ No

(1) Were options explored to attract and hire females into nontraditional classifications?

☒ Yes ☐ No

(2) Were bilingual certification lists used in an attempt to hire bilingual employees?

☒ Yes ☐ No

4. UPWARD MOBILITY

EVALUATED

10/27/08

ACTION REQUIRED

CORRECTED

a. Do supervisors encourage employees to investigate upward mobility opportunities?

☒ Yes ☐ No

(1) Are employees informed of the opportunities?

☒ Yes ☐ No

(2) Are T&D/lateral transfer opportunities posted in a prominent location, or routed among eligible employees?

☒ Yes ☐ No

(3) Are employee's Upward Mobility Career Plans reviewed annually as part of their annual performance evaluation?

☒ Yes ☐ No

(a) Is compliance with program eligibility for continuation assured?

☒ Yes ☐ No

(b) Have employees' potential for a new or higher level assignment been evaluated?

☒ Yes ☐ No

b. Do supervisors encourage and ensure participation of employees from underrepresented groups in assignments and/or training to further their development and enhance competitiveness in promotional examinations?

☒ Yes ☐ No

(1) Field and headquarters temporary assignments.

☒ Yes ☐ No

(2) Specialized training classes.

☒ Yes ☐ No

(3) Special projects in Area/Division.

☒ Yes ☐ No

(4) Special duty assignments.

☒ Yes ☐ No

(5) Advanced Academy training.

☒ Yes ☐ No

c. Does the commander ensure eligible employees are kept appraised of upward mobility opportunities?

☒ Yes ☐ No

(1) Is the commander aware of the upward mobility interests of the nonuniformed staff?

☒ Yes ☐ No

(2) Has the commander shown his/her support for upward mobility efforts?

☒ Yes ☐ No

AREA MANAGEMENT EVALUATION

EQUAL EMPLOYMENT OPPORTUNITY

CHP 453T (Rev. 6-06) OPI 009

5. RECRUITMENT

EVALUATED

10/29/08

ACTION REQUIRED

CORRECTED

a. Are recruitment efforts active and ongoing?

☒ Yes

☐ No

(1) Has Area contributed to Division's recruitment efforts?

☒ Yes

☐ No

(a) Was staff support provided in the way of female minority and persons with disabilities role models for recruitment presentations?

☒ Yes

☐ No

(b) Does the Area contribute resource information such as community and media contacts?

☒ Yes

☐ No

(2) Does the commander stimulate interest in ongoing recruitment efforts among his/her management team?

☒ Yes

☐ No

(a) Are Area managers and supervisors actively involved in promoting the Department's recruitment efforts?

☒ Yes

☐ No

(b) How is the Public Affairs Officer utilized to promote the Department's recruitment efforts?

OUR PUBLIC AFFAIRS OFFICER ACTIVELY RECRUITS, DISTRIBUTES PAMPLETS AND FLYERS. OUR AREA HAS BEEN VERY SUCCESSFUL IN REGARD TO RECRUITING.

(c) Has the commander developed and maintained liaison with minority, disabled, and women's organizations in the community?

☒ Yes

☐ No

(d) Has the commander or other managers made recruitment presentations before minority, disabled, and women's organizations?

☒ Yes

☐ No

6. BILINGUAL SERVICES PROGRAM

EVALUATED

10/29/08

ACTION REQUIRED

CORRECTED

a. Does the Area have bilingual services positions authorized per GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?

☒ Yes

☐ No

b. Are bilingual services positions deployed appropriately?

☒ Yes

☐ No

(1) Are bilingual services positions deployed to maximize the effective use of bilingual skills?

☒ Yes

☐ No

(2) What criteria is used to determine deployment of bilingual services positions?

c. Does the commander review the language survey data as recommended in GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?

☒ Yes

☐ No

(1) Are copies retained at the Area?

STAFFING LEVELS ENTERED ON-LINE NOW TOO!

☒ Yes

☐ No

d. If/when required, have position audits been conducted in accordance with departmental policy?

☒ Yes

☐ No

(1) Has the Unit 5 Memorandum of Understanding been consulted for payment and auditing of uniformed positions?

☒ Yes

☐ No

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
EQUAL EMPLOYMENT OPPORTUNITY
CHP 453T (Rev. 6-06) OPI 009

7. PERSONS WITH DISABILITIES PROGRAM

EVALUATED

10/29/08

ACTION REQUIRED

CORRECTED

- a. Do managers and supervisors maintain an ongoing endeavor to enhance the Department's efforts to attract and retain qualified candidates and employees with disabilities?

☒ Yes

☐ No

(1) Reasonable Accommodation

- (a) Is the commander and his/her management team familiar with the provisions of HPM 10.12, Affirmative Action/Equal Employment Opportunity Planning Manual, Chapter 6, Persons with Disabilities Program?

☒ Yes

☐ No

- (b) Is the commander/team familiar with resource contacts, such as the Department of Rehabilitation, EEOU, Facilities, Telecommunications, Business Services, and Health and Safety Sections?

☒ Yes

☐ No

- (c) Are supervisors aware of the many devices available to help in employment of persons with disabilities?

☒ Yes

☐ No

- (d) Have there been opportunities to provide reasonable accommodation for employees/applicants with disabilities?

☐ Yes

☒ No

1 What efforts were made to provide reasonable accommodation?

(2) Advisory Committee for Persons with Disabilities (ACPD)

- (a) Are ACPD minutes reviewed by the Area management team?

☐ Yes

☐ No

- (b) Are ACPD minutes distributed or made available to all employees?

☐ Yes

☐ No

8. DISCRIMINATION

EVALUATED

10/29/08

ACTION REQUIRED

CORRECTED

- a. Are managers and supervisors responsible for ensuring a favorable working atmosphere for all employees, free from discrimination or harassment, including sexual harassment?

☒ Yes

☐ No

(1) Familiarity and Support

- (a) Is the commander/management team familiar with departmental policies and procedures regarding prohibited discriminatory practices?

☒ Yes

☐ No

- (b) Is the commander/management team familiar with departmental policies and procedures for handling discrimination or harassment issues or allegations should they occur?

☒ Yes

☐ No

- (c) Is the commander/management team familiar with the roles and responsibilities of outside agencies in the resolution of complaints?

☒ Yes

☐ No

- (d) Has training been provided for all employees on discrimination and harassment, including sexual harassment?

☒ Yes

☐ No

(2) Work Environment

- (a) Is the work environment businesslike and does it ensure fair and courteous treatment of all employees and the public?

☒ Yes

☐ No

- (b) Do interpersonal relationships between employees, including managers and supervisors, reflect the professionalism expected of the CHP?

☒ Yes

☐ No

- (c) Are notices properly posted in each work area advising of the names and business telephone numbers of EEO Counselors available for assistance?


☒ Yes

☐ No

AREA MANAGEMENT EVALUATION
EQUAL EMPLOYMENT OPPORTUNITY
CHP 453T (Rev. 6-06) OPI 009

AREA Modesto	DIVISION Central	NUMBER 465
EVALUATED BY Larry Burlingame		DATE 11/26/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		CORRECTION REPORT <input type="checkbox"/> Correction Report	
BY		COMMANDER'S REVIEW 	DATE 12.26.08
SUPPORT AND AWARENESS		EVALUATED X	ACTION REQUIRED CORRECTED

- a. Do all managers and supervisors support and implement the objectives to the Department's Equal Employment Opportunity (EEO) Program? ☒ Yes ☐ No
- (1) Does the commander support and encourage EEO? ☒ Yes ☐ No
- (a) Are managers and supervisors familiar with the program? ☒ Yes ☐ No
- (b) Are managers and supervisors familiar with ongoing EEO goals and objectives, and do they know where to obtain assistance regarding EEO programs? ☒ Yes ☐ No
- (2) Are managers and supervisors familiar with special employment programs such as the Limited Examination and Appointment Program (LEAP)? ☒ Yes ☐ No
- (3) Regarding local EEO programs, are innovation or notable attempts by the Area to enhance the Department's EEO efforts documented? ☒ Yes ☐ No

HIRING / PROMOTION	EVALUATED X	ACTION REQUIRED	CORRECTED
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a. Are hiring/promotion practices consistent with EEO objectives and philosophies? ☒ Yes ☐ No

(1) Do selections approved by the commander reflect support of the Department's emphasis on maintaining a diverse workforce? ☒ Yes ☐ No

(2) Do CHP 440As document good faith effort toward soliciting an adequate candidate group? ☒ Yes ☐ No

(a) Were all three ranks on the certification list canvassed? ☒ Yes ☐ No

(b) Were Job Opportunity Bulletins sent to all state agencies? ☒ Yes ☐ No

(3) What is the Area's current nonuniformed staffing profile by classification, gender, ethnicity, and number of disabled employees? 1 - OSSI/ WF, 2 - OA/HF, 3 - OF/WF, 1 - AT II/HM, 1 - AT II/WM

- (a) Is the profile balanced based upon relevant labor force parity figures? ☒ Yes ☐ No
- (b) Are management and supervisory staff aware that workforce analysis and utilization can be obtained from the Equal Employment Opportunity Unit (EEOU)? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION
EQUAL EMPLOYMENT OPPORTUNITY

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	EVALUATED	ACTION REQUIRED	CORRECTED
3. HIRING OPTIONS	X		
a. Is the commander and his/her management team familiar with various hiring options available to enhance EEO?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Certification list.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Lateral transfer between classifications.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Training and Development (T&D) Assignment.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Temporary Authorization (TAU) Appointment.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Temporary downgrade.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Has the Area exercised hiring options to assist the Department in meeting its EEO goals and objectives?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Were options explored to attract and hire females into nontraditional classifications?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Were bilingual certification lists used in an attempt to hire bilingual employees?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
UPWARD MOBILITY	X		
a. Do supervisors encourage employees to investigate upward mobility opportunities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are employees informed of the opportunities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are T&D/lateral transfer opportunities posted in a prominent location, or routed among eligible employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are employee's Upward Mobility Career Plans reviewed annually as part of their annual performance evaluation?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Is compliance with program eligibility for continuation assured?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Have employees' potential for a new or higher level assignment been evaluated?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
b. Do supervisors encourage and ensure participation of employees from underrepresented groups in assignments and/or training to further their development and enhance competitiveness in promotional examinations?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Field and headquarters temporary assignments.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Specialized training classes.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Special projects in Area/Division.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Special duty assignments.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Advanced Academy training.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Does the commander ensure eligible employees are kept apprised of upward mobility opportunities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the commander aware of the upward mobility interests of the nonuniformed staff?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Has the commander shown his/her support for upward mobility efforts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**AREA MANAGEMENT EVALUATION
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5. RECRUITMENT	EVALUATED X	ACTION REQUIRED	CORRECTED
a. Are recruitment efforts active and ongoing?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Has Area contributed to Division's recruitment efforts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Was staff support provided in the way of female, minority, and persons with disabilities role models for recruitment presentations?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Does the Area contribute resource information such as community and media contacts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the commander stimulate interest in ongoing recruitment efforts among his/her management team?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are Area managers and supervisors actively involved in promoting the Department's recruitment efforts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) How is the Public Affairs Officer utilized to promote the Department's recruitment efforts?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Attend local fairs and career fairs at High Schools, Junior Colleges, and Stanislaus State University.			
Promote career opportunities on local radio stations 'Behind the Badge'. Serve on advisory board for Modesto Public School			
Safety Academy. Hand out applications, job announcement, study material, and show CD for recruitment at events and at office.			
(c) Has the commander developed and maintained liaison with minority, disabled, and women's organizations in the community?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(d) Has the commander or other managers made recruitment presentations before minority, disabled, and women's organizations?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BILINGUAL SERVICES PROGRAM	EVALUATED X	ACTION REQUIRED	CORRECTED
a. Does the Area have bilingual services positions authorized per GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are bilingual services positions deployed appropriately?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are bilingual services positions deployed to maximize the effective use of bilingual skills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) What criteria is used to determine deployment of bilingual services positions?		Based on the needs of the public in the area and the language surveys.	
c. Does the commander review the language survey data as recommended in GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are copies retained at the Area?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. If/when required, have position audits been conducted in accordance with departmental policy?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Has the Unit 5 Memorandum of Understanding been consulted for payment and auditing of uniformed positions?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

AREA MANAGEMENT EVALUATION**EQUAL EMPLOYMENT OPPORTUNITY**

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7. PERSONS WITH DISABILITIES PROGRAM	EVALUATED X	ACTION REQUIRED	CORRECTED
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- a. Do managers and supervisors maintain an ongoing endeavor to enhance the Department's efforts to attract and retain qualified candidates and employees with disabilities?

☒ Yes ☐ No

(1) Reasonable Accommodation

- (a) Is the commander and his/her management team familiar with the provisions of HPM 10.12, Affirmative Action/Equal Employment Opportunity Planning Manual, Chapter 6, Persons with Disabilities Program?

☒ Yes ☐ No

- (b) Is the commander/team familiar with resource contacts, such as the Department of Rehabilitation, EEOU, Facilities, Telecommunications, Business Services, and Health and Safety Sections?

☒ Yes ☐ No

- (c) Are supervisors aware of the many devices available to help in employment of persons with disabilities?

☒ Yes ☐ No

- (d) Have there been opportunities to provide reasonable accommodation for employees/applicants with disabilities?

☐ Yes ☒ No

1 What efforts were made to provide reasonable accommodation?

(2) Advisory Committee for Persons with Disabilities (ACPD)

- (a) Are ACPD minutes reviewed by the Area management team?

☒ Yes ☐ No

- (b) Are ACPD minutes distributed or made available to all employees?

☒ Yes ☐ No

DISCRIMINATION	EVALUATED X	ACTION REQUIRED	CORRECTED
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- a. Are managers and supervisors responsible for ensuring a favorable working atmosphere for all employees, free from discrimination or harassment, including sexual harassment?

☒ Yes ☐ No

(1) Familiarity and Support

- (a) Is the commander/management team familiar with departmental policies and procedures regarding prohibited discriminatory practices?

☒ Yes ☐ No

- (b) Is the commander/management team familiar with departmental policies and procedures for handling discrimination or harassment issues or allegations should they occur?

☒ Yes ☐ No

- (c) Is the commander/management team familiar with the roles and responsibilities of outside agencies in the resolution of complaints?

☒ Yes ☐ No

- (d) Has training been provided for all employees on discrimination and harassment, including sexual harassment?

☒ Yes ☐ No

(2) Work Environment

- (a) Is the work environment businesslike and does it ensure fair and courteous treatment of all employees and the public?

☒ Yes ☐ No

- (b) Do interpersonal relationships between employees, including managers and supervisors, reflect the professionalism expected of the CHP?

☒ Yes ☐ No

- (c) Are notices properly posted in each work area advising of the names and business telephone numbers of EEO Counselors available for assistance?

☐ Yes ☒ No

AREA MANAGEMENT EVALUATION SUPPLEMENT

CHP 454 (Rev. 5-06) OPI 009

SUBJECT: Equal Employment Opportunity

DATE: 11/26/2008

[illegible]


AREA MANAGEMENT EVALUATION

EQUAL EMPLOYMENT OPPORTUNITY

CHP 453T (Rev. 6-06) OPI 009

AREA Visalia	DIVISION Central	SUBJECT
EVALUATED BY Sergeant J. R. Alariz		DATE 10-27-2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW 	DATE 10-30-08
BY		EVALUATED Sergeant Alariz	ACTION REQUIRED
CORRECTED			

1. SUPPORT AND AWARENESS

- a. Do all managers and supervisors support and implement the objectives to the Department's Equal Employment Opportunity (EEO) Program? ☒ Yes ☐ No
- (1) Does the commander support and encourage EEO? ☒ Yes ☐ No
- (a) Are managers and supervisors familiar with the program? ☒ Yes ☐ No
- (b) Are managers and supervisors familiar with ongoing EEO goals and objectives, and do they know where to obtain assistance regarding EEO programs? ☒ Yes ☐ No
- (2) Are managers and supervisors familiar with special employment programs such as the Limited Examination and Appointment Program (LEAP)? ☐ Yes ☒ No
- (3) Regarding local EEO programs, are innovation or notable attempts by the Area to enhance the Department's EEO efforts documented? ☐ Yes ☒ No

2. HIRING / PROMOTION

EVALUATED Sergeant Alariz	ACTION REQUIRED	CORRECTED
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- a. Are hiring/promotion practices consistent with EEO objectives and philosophies? ☒ Yes ☐ No
- (1) Do selections approved by the commander reflect support of the Department's emphasis on maintaining a diverse workforce? ☒ Yes ☐ No
- (2) Do CHP 440As document good faith effort toward soliciting an adequate candidate group? ☐ Yes ☒ No
- (a) Were all three ranks on the certification list canvassed? ☐ Yes ☒ No
- (b) Were Job Opportunity Bulletins sent to all state agencies? ☒ Yes ☐ No
- (3) What is the Area's current nonuniformed staffing profile by classification, gender, ethnicity, and number of disabled employees? The nonuniformed staffing is comprised of clerical and automotive personnel. The clerical staff is comprised of five Caucasian females and the automotive technician is a Hispanic male. There are no disabled employees.
- (a) Is the profile balanced based upon relevant labor force parity figures? ☒ Yes ☐ No
- (b) Are management and supervisory staff aware that workforce analysis and utilization can be obtained from the Equal Employment Opportunity Unit (EEOU)? ☒ Yes ☐ No

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
EQUAL EMPLOYMENT OPPORTUNITY
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3. HIRING OPTIONS		EVALUATED Sergeant Alaniz	ACTION REQUIRED	CORRECTED
a.	Is the commander and his/her management team familiar with various hiring options available to enhance EEO?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1)	Certification list.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2)	Lateral transfer between classifications.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3)	Training and Development (T&D) Assignment.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4)	Temporary Authorization (TAU) Appointment.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5)	Temporary downgrade.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b.	Has the Area exercised hiring options to assist the Department in meeting its EEO goals and objectives?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1)	Were options explored to attract and hire females into nontraditional classifications?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2)	Were bilingual certification lists used in an attempt to hire bilingual employees?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4. UPWARD MOBILITY		EVALUATED Sergeant Alaniz	ACTION REQUIRED	CORRECTED
a.	Do supervisors encourage employees to investigate upward mobility opportunities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1)	Are employees informed of the opportunities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2)	Are T&D/lateral transfer opportunities posted in a prominent location, or routed among eligible employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3)	Are employee's Upward Mobility Career Plans reviewed annually as part of their annual performance evaluation?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a)	Is compliance with program eligibility for continuation assured?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b)	Have employees' potential for a new or higher level assignment been evaluated?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b.	Do supervisors encourage and ensure participation of employees from underrepresented groups in assignments and/or training to further their development and enhance competitiveness in promotional examinations?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1)	Field and headquarters temporary assignments.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2)	Specialized training classes.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3)	Special projects in Area/Division.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4)	Special duty assignments.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5)	Advanced Academy training.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c.	Does the commander ensure eligible employees are kept appraised of upward mobility opportunities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1)	Is the commander aware of the upward mobility interests of the nonuniformed staff?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2)	Has the commander shown his/her support for upward mobility efforts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
EQUAL EMPLOYMENT OPPORTUNITY
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	EVALUATED	ACTION REQUIRED	CORRECTED
5. RECRUITMENT	Sergeant Alaniz		
a. Are recruitment efforts active and ongoing?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Has Area contributed to Division's recruitment efforts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Was staff support provided in the way of female, minority, and persons with disabilities role models for recruitment presentations?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Does the Area contribute resource information such as community and media contacts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the commander stimulate interest in ongoing recruitment efforts among his/her management team?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are Area managers and supervisors actively involved in promoting the Department's recruitment efforts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) How is the Public Affairs Officer utilized to promote the Department's recruitment efforts?	The Public Affairs Officer (PAO) is involved with many schools, community organizations, and public interest groups. The PAO attends many scheduled events that are held by these organizations. While at these events, the PAO provides job information and actively recruits individuals who represent our diverse community.		
(c) Has the commander developed and maintained liaison with minority, disabled, and women's organizations in the community?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) Has the commander or other managers made recruitment presentations before minority, disabled, and women's organizations?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. BILINGUAL SERVICES PROGRAM	Sergeant Alaniz		
a. Does the Area have bilingual services positions authorized per GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are bilingual services positions deployed appropriately?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are bilingual services positions deployed to maximize the effective use of bilingual skills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) What criteria is used to determine deployment of bilingual services positions?	As indicated in GO 10.7, Area is currently allotted 8 field and 1 office bilingual positions. Area currently has 9 uniformed bilingual positions. One of the officers is assigned to Special Duty to provide bilingual support. Area does not have a bilingual in the office position.		
c. Does the commander review the language survey data as recommended in GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are copies retained at the Area?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. If/when required, have position audits been conducted in accordance with departmental policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Has the Unit 5 Memorandum of Understanding been consulted for payment and auditing of uniformed positions?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

AREA MANAGEMENT EVALUATION

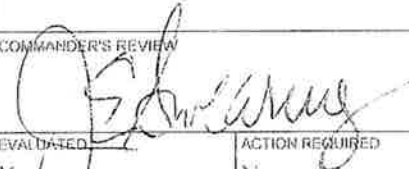
EQUAL EMPLOYMENT OPPORTUNITY

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	EVALUATED	ACTION REQUIRED	CORRECTED
7. PERSONS WITH DISABILITIES PROGRAM	Sergeant Alaniz		
a. Do managers and supervisors maintain an ongoing endeavor to enhance the Department's efforts to attract and retain qualified candidates and employees with disabilities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Reasonable Accommodation			
(a) Is the commander and his/her management team familiar with the provisions of HPM 10.12, Affirmative Action/Equal Employment Opportunity Planning Manual, Chapter 6, Persons with Disabilities Program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is the commander/team familiar with resource contacts, such as the Department of Rehabilitation, EEOU, Facilities, Telecommunications, Business Services, and Health and Safety Sections?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Are supervisors aware of the many devices available to help in employment of persons with disabilities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) Have there been opportunities to provide reasonable accommodation for employees/applicants with disabilities?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1. What efforts were made to provide reasonable accommodation?			
(2) Advisory Committee for Persons with Disabilities (ACPD)			
(a) Are ACPD minutes reviewed by the Area management team?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are ACPD minutes distributed or made available to all employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
8. DISCRIMINATION	Sergeant Alaniz		
a. Are managers and supervisors responsible for ensuring a favorable working atmosphere for all employees, free from discrimination or harassment, including sexual harassment?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Familiarity and Support			
(a) Is the commander/management team familiar with departmental policies and procedures regarding prohibited discriminatory practices?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is the commander/management team familiar with departmental policies and procedures for handling discrimination or harassment issues or allegations should they occur?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Is the commander/management team familiar with the roles and responsibilities of outside agencies in the resolution of complaints?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) Has training been provided for all employees on discrimination and harassment, including sexual harassment?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Work Environment			
(a) Is the work environment businesslike and does it ensure fair and courteous treatment of all employees and the public?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Do interpersonal relationships between employees, including managers and supervisors, reflect the professionalism expected of the CHP?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Are notices properly posted in each work area advising of the names and business telephone numbers of EEO Counselors available for assistance?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

AREA 481/Porterville	DIVISION Central	NUMBER
EVALUATED BY Sgt. Russel Cox		DATE 08/17/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No		COMMANDER'S REVIEW 	DATE 8/22/2008
<input type="checkbox"/> Correction Report BY		EVALUATED Yes	ACTION REQUIRED No
		CORRECTED N/A	

1. SUPPORT AND AWARENESS

- a. Do all managers and supervisors support and implement the objectives to the Department's Equal Employment Opportunity (EEO) Program? ☒ Yes ☐ No
- (1) Does the commander support and encourage EEO? ☒ Yes ☐ No
- (a) Are managers and supervisors familiar with the program? ☒ Yes ☐ No
- (b) Are managers and supervisors familiar with ongoing EEO goals and objectives, and do they know where to obtain assistance regarding EEO programs? ☒ Yes ☐ No
- (2) Are managers and supervisors familiar with special employment programs such as the Limited Examination and Appointment Program (LEAP)? ☒ Yes ☐ No
- (3) Regarding local EEO programs, are innovation or notable attempts by the Area to enhance the Department's EEO efforts documented? ☒ Yes ☐ No

2. HIRING / PROMOTION

- a. Are hiring/promotion practices consistent with EEO objectives and philosophies? ☐ Yes ☐ No
- (1) Do selections approved by the commander reflect support of the Department's emphasis on maintaining a diverse workforce? ☐ Yes ☐ No
- (2) Do CHP 440As document good faith effort toward soliciting an adequate candidate group? ☐ Yes ☐ No
- (a) Were all three ranks on the certification list canvassed? ☐ Yes ☐ No
- (b) Were Job Opportunity Bulletins sent to all state agencies? ☐ Yes ☐ No
- (3) What is the Area's current nonuniformed staffing profile by classification, gender, ethnicity, and number of disabled employees?

The Porterville Area currently has two non-uniformed female employees one of which is of Hispanic decent, working as the area's OAI and OSSI and one male Auto Tech II. We do not have any disabled employees employed by the area.

- (a) Is the profile balanced based upon relevant labor force parity figures? ☒ Yes ☐ No
- (b) Are management and supervisory staff aware that workforce analysis and utilization can be obtained from the Equal Employment Opportunity Unit (EEOU)? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION**EQUAL EMPLOYMENT OPPORTUNITY**

CHP 453T (Rev. 6-06) OPI 009

3. HIRING OPTIONS	EVALUATED	ACTION REQUIRED	CORRECTED
a. Is the commander and his/her management team familiar with various hiring options available to enhance EEO?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Certification list.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Lateral transfer between classifications.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Training and Development (T&D) Assignment.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Temporary Authorization (TAU) Appointment.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Temporary downgrade.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Has the Area exercised hiring options to assist the Department in meeting its EEO goals and objectives?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(1) Were options explored to attract and hire females into nontraditional classifications?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(2) Were bilingual certification lists used in an attempt to hire bilingual employees?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4. UPWARD MOBILITY	EVALUATED Yes	ACTION REQUIRED No	CORRECTED N/A
a. Do supervisors encourage employees to investigate upward mobility opportunities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are employees informed of the opportunities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are T&D/lateral transfer opportunities posted in a prominent location, or routed among eligible employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are employee's Upward Mobility Career Plans reviewed annually as part of their annual performance evaluation?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Is compliance with program eligibility for continuation assured?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Have employees' potential for a new or higher level assignment been evaluated?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Do supervisors encourage and ensure participation of employees from underrepresented groups in assignments and/or training to further their development and enhance competitiveness in promotional examinations?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Field and headquarters temporary assignments.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Specialized training classes.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Special projects in Area/Division.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Special duty assignments.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Advanced Academy training.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Does the commander ensure eligible employees are kept appraised of upward mobility opportunities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the commander aware of the upward mobility interests of the nonuniformed staff?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Has the commander shown his/her support for upward mobility efforts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
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5. RECRUITMENT	EVALUATED Yes	ACTION REQUIRED No	CORRECTED N/A
a. Are recruitment efforts active and ongoing?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Has Area contributed to Division's recruitment efforts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Was staff support provided in the way of female, minority, and persons with disabilities role models for recruitment presentations?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Does the Area contribute resource information such as community and media contacts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the commander stimulate interest in ongoing recruitment efforts among his/her management team?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are Area managers and supervisors actively involved in promoting the Department's recruitment efforts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) How is the Public Affairs Officer utilized to promote the Department's recruitment efforts?		The Area PAO speaks at local schools career days and local job fairs.	
(c) Has the commander developed and maintained liaison with minority, disabled, and women's organizations in the community?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) Has the commander or other managers made recruitment presentations before minority, disabled, and women's organizations?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6. BILINGUAL SERVICES PROGRAM	EVALUATED Yes	ACTION REQUIRED No	CORRECTED N/A
a. Does the Area have bilingual services positions authorized per GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are bilingual services positions deployed appropriately?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are bilingual services positions deployed to maximize the effective use of bilingual skills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) What criteria is used to determine deployment of bilingual services positions?			
c. Does the commander review the language survey data as recommended in GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are copies retained at the Area?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. If/when required, have position audits been conducted in accordance with departmental policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Has the Unit 5 Memorandum of Understanding been consulted for payment and auditing of uniformed positions?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

7. PERSONS WITH DISABILITIES PROGRAM	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	N/A
a. Do managers and supervisors maintain an ongoing endeavor to enhance the Department's efforts to attract and retain qualified candidates and employees with disabilities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Reasonable Accommodation			
(a) Is the commander and his/her management team familiar with the provisions of HPM 10.12, Affirmative Action/Equal Employment Opportunity Planning Manual, Chapter 6, Persons with Disabilities Program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is the commander/team familiar with resource contacts, such as the Department of Rehabilitation, EEOU, Facilities, Telecommunications, Business Services, and Health and Safety Sections?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Are supervisors aware of the many devices available to help in employment of persons with disabilities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) Have there been opportunities to provide reasonable accommodation for employees/applicants with disabilities?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1. What efforts were made to provide reasonable accommodation?			
(2) Advisory Committee for Persons with Disabilities (ACPD)			
(a) Are ACPD minutes reviewed by the Area management team?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are ACPD minutes distributed or made available to all employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
8. DISCRIMINATION	EVALUATED	ACTION REQUIRED	CORRECTED
	Yes	No	N/A
a. Are managers and supervisors responsible for ensuring a favorable working atmosphere for all employees, free from discrimination or harassment, including sexual harassment?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Familiarity and Support			
(a) Is the commander/management team familiar with departmental policies and procedures regarding prohibited discriminatory practices?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is the commander/management team familiar with departmental policies and procedures for handling discrimination or harassment issues or allegations should they occur?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Is the commander/management team familiar with the roles and responsibilities of outside agencies in the resolution of complaints?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) Has training been provided for all employees on discrimination and harassment, including sexual harassment?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Work Environment			
(a) Is the work environment businesslike and does it ensure fair and courteous treatment of all employees and the public?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Do interpersonal relationships between employees, including managers and supervisors, reflect the professionalism expected of the CHP?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Are notices properly posted in each work area advising of the names and business telephone numbers of EEO Counselors available for assistance?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

M e m o r a n d u m

Date: December 16, 2008

To: Central Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Fresno Area

File No.: 435.10809.13773.EEO

Subject: AREA MANAGEMENT EVALUATION/EQUAL EMPLOYMENT
OPPORTUNITY

During December 2008, Sergeant C. Finnegan, #13773, conducted an informal audit in accordance with departmental policy outlined in HPG 22.1, Chapter 18, *Area Management Evaluation/Equal Employment Opportunity (EEO)*. As part of this audit, Sergeant Finnegan interviewed management and supervisory personnel directly responsible for hiring non-uniform employees. Fresno Area hired over 30 employees during the past two years, including public safety dispatchers, clerical personnel, automotive technicians, and janitors. The supervisors and management staff are well versed in the hiring process and are knowledgeable of the many programs and responsibilities associated with EEO.

Management staff routinely discusses EEO issues with supervisory staff during monthly staff meetings, and supervisory staff routinely discusses EEO issues with subordinates during briefing and training days. Fresno Area recently contacted local EEO counselors and requested training for all personnel. This training will likely occur during the first quarter of 2009.

A copy of the CHP 453T, *Area Management Evaluation/Equal Employment Opportunity*, is attached for review, as is the most recent list of Central Division EEO counselors and investigators. Any questions regarding this audit may be directed to Sergeant C. Finnegan.

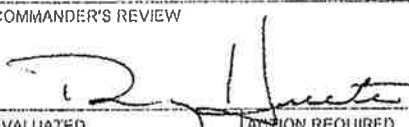

R. HUERTA, Captain
Commander

Attachments

AREA MANAGEMENT EVALUATION
EQUAL EMPLOYMENT OPPORTUNITY
CHP 453T (Rev. 6-06) OPI 009

AREA 435	DIVISION Central	NUMBER
EVALUATED BY C. Finnegan, Sergeant, #13773		DATE 12/16/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW  DATE 12/26/08
1. SUPPORT AND AWARENESS		EVALUATED X	ACTION REQUIRED CORRECTED

- a. Do all managers and supervisors support and implement the objectives to the Department's Equal Employment Opportunity (EEO) Program? ☒ Yes ☐ No
- (1) Does the commander support and encourage EEO? ☒ Yes ☐ No
- (a) Are managers and supervisors familiar with the program? ☒ Yes ☐ No
- (b) Are managers and supervisors familiar with ongoing EEO goals and objectives, and do they know where to obtain assistance regarding EEO programs? ☒ Yes ☐ No
- (2) Are managers and supervisors familiar with special employment programs such as the Limited Examination and Appointment Program (LEAP)? ☒ Yes ☐ No
- (3) Regarding local EEO programs, are innovation or notable attempts by the Area to enhance the Department's EEO efforts documented? ☒ Yes ☐ No

2. HIRING / PROMOTION

EVALUATED X	ACTION REQUIRED	CORRECTED
----------------	-----------------	-----------

- a. Are hiring/promotion practices consistent with EEO objectives and philosophies? ☒ Yes ☐ No
- (1) Do selections approved by the commander reflect support of the Department's emphasis on maintaining a diverse workforce? ☒ Yes ☐ No
- (2) Do CHP 440As document good faith effort toward soliciting an adequate candidate group? ☒ Yes ☐ No
- (a) Were all three ranks on the certification list canvassed? ☒ Yes ☐ No
- (b) Were Job Opportunity Bulletins sent to all state agencies? ☒ Yes ☐ No
- (3) What is the Area's current nonuniformed staffing profile by classification, gender, ethnicity, and number of disabled employees?

White: 26, Hispanic: 22, Black: 1, Other: 1

Female: 41, Male: 9

Disabled: 0

- (a) Is the profile balanced based upon relevant labor force parity figures? ☒ Yes ☐ No
- (b) Are management and supervisory staff aware that workforce analysis and utilization can be obtained from the Equal Employment Opportunity Unit (EEOU)? ☒ Yes ☐ No

**AREA MANAGEMENT EVALUATION
EQUAL EMPLOYMENT OPPORTUNITY**

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	EVALUATED	ACTION REQUIRED	CORRECTED
3. HIRING OPTIONS	X		
a. Is the commander and his/her management team familiar with various hiring options available to enhance EEO?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Certification list.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Lateral transfer between classifications.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Training and Development (T&D) Assignment.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Temporary Authorization (TAU) Appointment.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Temporary downgrade.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Has the Area exercised hiring options to assist the Department in meeting its EEO goals and objectives?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Were options explored to attract and hire females into nontraditional classifications?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Were bilingual certification lists used in an attempt to hire bilingual employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. UPWARD MOBILITY	X		
a. Do supervisors encourage employees to investigate upward mobility opportunities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are employees informed of the opportunities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Are T&D/lateral transfer opportunities posted in a prominent location, or routed among eligible employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Are employee's Upward Mobility Career Plans reviewed annually as part of their annual performance evaluation?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Is compliance with program eligibility for continuation assured?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Have employees' potential for a new or higher level assignment been evaluated?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Do supervisors encourage and ensure participation of employees from underrepresented groups in assignments and/or training to further their development and enhance competitiveness in promotional examinations?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Field and headquarters temporary assignments.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Specialized training classes.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3) Special projects in Area/Division.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4) Special duty assignments.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(5) Advanced Academy training.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Does the commander ensure eligible employees are kept apprised of upward mobility opportunities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Is the commander aware of the upward mobility interests of the nonuniformed staff?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Has the commander shown his/her support for upward mobility efforts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**AREA MANAGEMENT EVALUATION
EQUAL EMPLOYMENT OPPORTUNITY**

CHP 453T (Rev. 6-06) OPI 009

	EVALUATED	ACTION REQUIRED	CORRECTED
5. RECRUITMENT	X		
a. Are recruitment efforts active and ongoing?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Has Area contributed to Division's recruitment efforts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Was staff support provided in the way of female, minority, and persons with disabilities role models for recruitment presentations?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Does the Area contribute resource information such as community and media contacts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Does the commander stimulate interest in ongoing recruitment efforts among his/her management team?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(a) Are Area managers and supervisors actively involved in promoting the Department's recruitment efforts?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) How is the Public Affairs Officer utilized to promote the Department's recruitment efforts?		The Public Affairs Officer does various presentations throughout Fresno County and participates in career days , job fairs, and the yearly CHP display at the County Fair.	
(c) Has the commander developed and maintained liaison with minority, disabled, and women's organizations in the community?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) Has the commander or other managers made recruitment presentations before minority, disabled, and women's organizations?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. BILINGUAL SERVICES PROGRAM	X		
a. Does the Area have bilingual services positions authorized per GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Are bilingual services positions deployed appropriately?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are bilingual services positions deployed to maximize the effective use of bilingual skills?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) What criteria is used to determine deployment of bilingual services positions?		The Clerical Unit has two bilingual (English-Spanish) employees assigned Monday through Friday to assist the public. Both the front desk officer and VIN officer are also bilingual (English-Spanish). The dispatch center has five bilingual (English-Spanish) employees who work various shifts. When a bilingual employee is not available, dispatch has access to a translating service.	
c. Does the commander review the language survey data as recommended in GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Are copies retained at the Area?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
d. If/when required, have position audits been conducted in accordance with departmental policy?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Has the Unit 5 Memorandum of Understanding been consulted for payment and auditing of uniformed positions?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

AREA MANAGEMENT EVALUATION
EQUAL EMPLOYMENT OPPORTUNITY
CHP 453T (Rev. 6-06) OPI 009

	EVALUATED	ACTION REQUIRED	CORRECTED
7. PERSONS WITH DISABILITIES PROGRAM	X		
a. Do managers and supervisors maintain an ongoing endeavor to enhance the Department's efforts to attract and retain qualified candidates and employees with disabilities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Reasonable Accommodation			
(a) Is the commander and his/her management team familiar with the provisions of HPM 10.12, Affirmative Action/Equal Employment Opportunity Planning Manual, Chapter 6, Persons with Disabilities Program?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is the commander/team familiar with resource contacts, such as the Department of Rehabilitation, EEOU, Facilities, Telecommunications, Business Services, and Health and Safety Sections?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Are supervisors aware of the many devices available to help in employment of persons with disabilities?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) Have there been opportunities to provide reasonable accommodation for employees/applicants with disabilities?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1 What efforts were made to provide reasonable accommodation?		Currently, Fresno Area does not have any	
employees with disabilities.			
(2) Advisory Committee for Persons with Disabilities (ACPD)			
(a) Are ACPD minutes reviewed by the Area management team?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Are ACPD minutes distributed or made available to all employees?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
8. DISCRIMINATION	X		
a. Are managers and supervisors responsible for ensuring a favorable working atmosphere for all employees, free from discrimination or harassment, including sexual harassment?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(1) Familiarity and Support			
(a) Is the commander/management team familiar with departmental policies and procedures regarding prohibited discriminatory practices?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Is the commander/management team familiar with departmental policies and procedures for handling discrimination or harassment issues or allegations should they occur?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Is the commander/management team familiar with the roles and responsibilities of outside agencies in the resolution of complaints?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(d) Has training been provided for all employees on discrimination and harassment, including sexual harassment?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(2) Work Environment			
(a) Is the work environment businesslike and does it ensure fair and courteous treatment of all employees and the public?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) Do interpersonal relationships between employees, including managers and supervisors, reflect the professionalism expected of the CHP?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(c) Are notices properly posted in each work area advising of the names and business telephone numbers of EEO Counselors available for assistance?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

M e m o r a n d u m

Date: November 4, 2008

To: Central Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Assistant Commissioner, Inspector General

File No.: 005.A12811.011.EEO.Memo.EEOInvestigator-Counselor Lists,SEPT08

Subject: EEO COUNSELOR AND EEO INVESTIGATOR LISTS

Attached are the most current Equal Employment Opportunity (EEO) Counselor and EEO Investigator lists. The EEO Counselor list is provided to your Division for distribution to Area/Section commands. In accordance with HPM 10.12, *Affirmative Action/Equal Employment Opportunity Planning Manual*, Chapter 12, page 10, the EEO Counselor list is to be posted in a location accessible to all employees. The list of trained EEO Investigators is for your Division use only.

Please review the lists for accuracy. Corrections may be sent via e-mail to Ms. Peggy Laya of the Office of Equal Employment Opportunity. If you have any questions, please call Ms. Laya at (916) 451-1396.


M. C. A. SANTIAGO
Assistant Commissioner

Attachments

cc: Assistant Commissioner, Field



401	CENTRAL DIVISION	(559) 277-7250
	CASTANEDA, ED M	OFFICER
	CASTRO, RALPH	SERGEANT
	GALVEZ, ALFREDO S	OFFICER
	MORRIS, JEFFREY M	LIEUTENANT
	PANGILINAN, NEIL	OFFICER
	VASQUEZ, ALFREDO C	LIEUTENANT
424	GRAPEVINE I. F.	(661) 856-2540
	ROCKAFELLOW, SANDRA	SERGEANT
425	SONORA	(209) 984-3944
	KEASTER, JEANIE J	OSS I
430	FORT TEJON	(661) 248-6655
	SOLIZ JR, RUBEN L	OFFICER
435	FRESNO	(559) 441-5441
	WOJDAN, LORI	PSDS I
450	MADERA	(559) 675-1025
	JIMENEZ, JIMMY	OFFICER
456	OAKHURST	(559) 683-6565
	SOLSO, MICHAEL	OFFICER
460	MERCED	(916) 376-3200
	HOFFMAN, JUDI	PSDS I
	LAMERSON, GLINDON	SERGEANT
	RIGGINS, PHILLIP	OFFICER
461	LOS BANOS	(209) 826-3811
	YATES, JAMES	OFFICER



401 CENTRAL DIVISION

ABRAMES, JIM R	CHIEF
CLEMENTS, ROBERT E	ASSISTANT CHIEF
GODINEZ, WILLIE L	ASST. CHIEF
KAHN, JEFFREY S	LIEUTENANT
NORTON, NICK G	CAPTAIN
VASQUEZ, ALFREDO C	LIEUTENANT

420 BAKERSFIELD

SMITH, BRIAN M	CAPTAIN
----------------	---------

435 FRESNO

HUERTA, ROY	CAPTAIN
-------------	---------

455 MARIPOSA

PRICE, DAVID J	LIEUTENANT
----------------	------------

460 MERCED

BADILLA, STEVE A	CAPTAIN
------------------	---------

465 MODESTO

DUNCAN, LENLEY C	CAPTAIN
KOENIG, BARRY S	LIEUTENANT
